Year 5 Checklist

Done	UPIPS Step	Timeline
	Coordinate with USOE Technical Assistant for mandatory training on uncorrected CAPs, if needed	**August, 2011**
	Continue to self-monitor files. **If you would like an additional USOE on-site visit to review files, schedule before September.**	**July, 2011**-May, 2012
	Continue to implement PIP	July, 2011-May, 2012
	Continue to implement planned professional development activities	July, 2011-May, 2012
	Collect and review data to measure the effectiveness of each action step of PIP goals	July, 2011-May, 2012
	Revise the PIP, if needed, to reflect additional findings from data collection	July, 2011-May, 2012
	Submit revised PIP, if needed	**July, 2011-May, 2012**
	Submit evidence of CAP related training completed (agendas, participant list, and training materials), if applicable	**December 1, 2011**
	Complete and submit evidence of correction of individual file errors found during on-site visit, if applicable	**Within 1 year of receiving report**
	Submit verification of results from completed CAPs (through on-going internal file monitoring data) to USOE, if applicable	**June 30, 2012**
	Submit annual progress report on PIP to USOE	**June 30, 2012**